

CITY OF MIDDLETOWN BUILDING DEPARTMENT
245 deKoven Drive, Middletown, CT 06457
Phone: 860-638-4870, Fax: 860-638-1970

PERMIT PULLING CRITERIA LIST

Contractors / sole proprietors:

1. Fill out the Building Permit Application which is available here in room 213 of the City Hall. (They are also available online at www.cityofmiddletown.com.)
2. The bottom half of the application consists of the owners consent form. This needs to be signed by the owner of the location of proposed work, giving the contractor or authorized person permission to pull a permit and do work at the location.
3. A copy of the certificate of liability showing worker's compensation along with a copy of the license of the contractor pulling the permit will be needed with the file. If you are a contractor's agent, a letter will be needed stating that they have permission to pull a permit under their contractor's license number. Note that if you do not carry workers compensation, we have separate affidavits available here in the office.
4. If you are making any structural changes to the location (only if it's commercial and/or public – not residential), you will need to have two sets of plans (one for the Fire Marshal and one for the Chief Building Official) cross-sectional view, showing the work that you are doing along with a list of materials.
5. If the location of proposed work belongs to an association, their approval letter will be needed, stating exactly what is being done in the letter.
6. You will need to have two sets of plans (one for the Fire Marshal and one for the Chief Building Official) showing the work that you are doing if you are making any structural changes to the location.
7. Building Permits are payable by check only to City of Middletown. The fee schedule is as follows:
 - \$15.26 for the first thousand
 - \$14.26 for every thousand thereafter

*This is thousand to thousand, with no pro-ration.

SWIMMING POOLS:

* Please note that a building permit and Planning / Zoning approval is required for any swimming pool that holds more than 24 inches of water. All swimming pools shall be provided with a barrier or enclosure to prevent your children from gaining unsupervised access to pool areas. Please submit your proposed method of achieving this requirement. Before the swimming pool can be used, a final inspection and approval of the pool safeguarding and electrical system is required. A pool alarm is now required for all swimming pools. The alarm must emit a sound of 50 decibels when a 15-pound object enters the water.